

Specification of Competency Standards
for the Security Services Industry
Unit of Competency

Functional Area - Emergency Management

Title	Manage property protection during an emergency
Code	107835L4
Description	This unit of competency applies to security personnel responsible for emergency planning and response of an organisation. It covers the abilities to plan for and take appropriate actions in respect of property protection during an emergency.
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge about emergency management and property protection:</p> <ul style="list-style-type: none"> • Understand the obligations and liabilities of the organisation in providing a safe and secure environment for its operations • Understand laws, regulations and building codes in Hong Kong relevant to safety and security in the built environment • Understand the threats and contingencies faced by the organisation • Understand the organisation's policies and guidelines for emergency management and business continuity management • Be proficient in the incident response plans of the organisation • Be proficient in best practices about emergency planning and response • Be proficient in the knowledge and techniques for managing various types of emergencies • Be proficient in the HK government emergency response system and the operations of emergency services and related organisations <p>2. Manage property protection during an emergency</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Identify ways and means to mitigate the risk, e.g. <ul style="list-style-type: none"> ○ Relocate the operation to other lower risk locations ○ Change processes or materials used to run the business ○ Adopt fire-resistant construction ○ Install fire-resistant materials and furnishing ○ Install fire sprinkler systems ○ Install lightning protection systems ○ Install water-level monitoring systems ○ Install emergency power generators ○ Secure loose fixtures and items ○ Move workstations away from large windows ○ Install anti-bomb blast films on glass curtain walls or windows • Preserve vital records for critical business operations • Make backup arrangements for systems and equipment containing vital records, or other alternative means to store and access these records • Develop plans (in consultation with business line management) to shut down the operations of a facility <ul style="list-style-type: none"> ○ Criteria for shutdown ○ Who can order shutdown ○ Who will carry out the shutdown ○ How to shutdown ○ The impact of a partial shutdown on other operations of the facility ○ The duration of time required for shutdown and reactivation of operations • Designate personnel to authorize, supervise and perform shutdown

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	<ul style="list-style-type: none">• Define roles and responsibilities of personnel involved• Document plans, procedures and roles and responsibilities• Conduct training, tests and drills to ensure effectiveness of plans and procedures• Carry out shutdown procedures as planned during an emergency• Conduct reviews after shutdown and update plans and procedures in order to ensure that they are effective and relevant at all time.
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none">• Prepare for shutdown of operations during an emergency;• Carry out shutdown procedures as planned; and• Ensure that the plans, procedures and actions are relevant and up-to-date.
Remark	